

Fresno County Office of Education
Fresno County Child Care & Development Local Planning Council
Centralized Eligibility List

MEMORANDUM OF UNDERSTANDING

This memorandum of Understanding defines the collaborative role among the Fresno County Office of Education (FCOE)/Fresno County Child Care & Development Local Planning Council (LPC), California State University, Fresno Foundation (CSUF Foundation), Interdisciplinary Spatial Information Systems Center (ISIS), Central Valley Children's Services Network (CSN), and partnering agencies in support of a centralized eligibility list for Fresno County.

Goals of the Centralized Eligibility List (CEL) System

1. Improve service delivery.
2. Ensure that eligible families have equal access to subsidized child care.
3. Eliminate duplication of child care eligibility lists; ensure an unduplicated count of children needing services county-wide.
4. Identify child care priorities by zip code (and census block group boundaries) for increased state funding.
5. Improve collaborations between agencies, providers, and families.

Relationship of Parties

It is understood that each program operates as an independent agency and that this Memorandum of Understanding establishes no dual employee relationship.

Terms of Memorandum of Understanding

- This Memorandum of Understanding will be effective September 1, 2001 to June 30, 2002.
- No fee will be required to participate.
- All family information will be maintained with strict confidentiality.
- Participating agencies will receive special reports including maps, spatial analysis, training and technical assistance in the use of the web based system and spatial data.
- Partnering agencies agree to participate in accordance with CEL guidelines (Attachment A).
- Participating agencies agree to indemnify, save, and hold harmless FCOE/LPC from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting in connection with the performance, or failure to perform by Subcontractor under this agreement.
- As a part of this collaborative effort, participating agency recognizes the child care coordinator as the contact for the CEL system. Agency agrees that failure to participate in the submittal of data will cancel their participation. A thirty-day (30) notice will be given to agency terminating this Memorandum of Understanding.

Name of Agency

Please Print Name of Agency Representative

Agency Representative Signature

Date

LPC Child Care Coordinator

Date

ATTACHMENT A

Fresno County Child Care & Development Local Planning Council

Centralized Eligibility List

GUIDELINES FOR PARTICIPATION

1. Each agency agrees to be identified as a participating agency on the application and through any media coverage the project may solicit.
2. Each agency agrees to train at least one staff member on the utilization and operating procedures involved in accessing the list and submittal of waiting list applications.
3. Each agency agrees to limit the number of staff who will have access to the list with the understanding that the necessary passwords will be kept confidential among those trained in the program.
4. Each agency can hold families in pending not more than 2 working days.
5. Each agency agrees to participate for a one-year period beginning on the effective dates; renewal will be automatic unless a thirty-day (30) written notice to terminate is received.
6. Each agency agrees to receive training on the use of forms and online data entry.
7. Each agency agrees to participate in training and technical assistance offered.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CHILD CARE PLANNING AND ADVISORY COUNCIL (CPAC)
AND
PARTICIPATING CHILD CARE AGENCIES

In 1997, as part of the State of California's welfare reform plan, the California legislature mandated that each county design a centralized eligibility list (CEL) for families seeking subsidized child care. The Centralized Eligibility List (CEL) Subcommittee of Child Care Planning and Advisory Council (CPAC) was established in 1998 for the purpose of developing a CEL for the City and County of San Francisco.

Through city, state and other funding the CEL Subcommittee contracted with a vendor to complete a CEL database. Additionally, the CEL Subcommittee was awarded pilot project status to complete implementation of a CEL in San Francisco County.

The below items detail the partnership and responsibilities of CPAC and agencies using the CEL system.

1. While it is not necessary for agencies to access the CEL via a computer, it is desired. Additionally, it is desirable, though not necessary, for agencies to have a fax machine and phone system. Agencies understand that they are responsible for the following:
 - a. Purchasing and maintaining computer hardware.
 - b. Purchasing and maintaining computer software.
 - c. Contracting for and maintaining an Internet connection.
 - d. Acquiring and maintaining an email account.
 - e. Purchasing and maintaining a fax machine.
 - f. Purchasing and maintaining a phone system.
2. CPAC is responsible for the following:
 - a. Data hosting and backup.
 - b. CEL database software, including creating maintaining, managing and revising.
 - c. Troubleshooting CEL database issues.
 - d. Providing end user support for the CEL database.
 - e. Providing alternate communication in the event that a participating agency cannot connect via the Internet.
 - f. Evaluation of work flow.
 - g. Providing initial training and training materials.
 - h. Creating and updating training materials as necessary.
 - i. Data maintenance.
3. Agencies agree input all families seeking subsidized child care into the CEL database.
4. Agencies agree to participate in timely feedback processes. These may include meetings, surveys, questionnaires, or informal communication via phone, fax or email.
5. Agencies agree to follow the procedures outlines in the policy and procedure manual.
6. Agencies agree to respect all applicable confidentiality issues.
7. Each agency must designate a primary contact for the CEL system.
8. Each agency is responsible for ensuring that their agency profile information is up-to-date and correct.
9. Each agency and CPAC agree at that this document is valid for one year from the time of signing at which point it will be revisited by both the agency and CPAC.
10. Both parties can withdraw from this agreement if the terms and conditions are unmet.

DRAFT
Memorandum of Understanding (MOU)
Centralized Eligibility List Participants
Solano County

1. The Agency signed below agrees to participate in the development and implementation of the Solano County Subsidized Child Care Centralized Eligibility List (CEL), per the attached time line, as a collaborative endeavor to maximize consumer access to subsidized child care and development services in Solano County.
2. We agree to input and down load information from the CEL, and to enroll families according to the operating procedures, including but not limited to,
 - a. the input of data from any application on to the CEL from families requesting services for their children regardless of their eligibility in the location of the program at which they are completing the application,
 - b. inputting the data from the intake application in a timely fashion with the understanding that, if for any reason there is a drastic increase in the amount of intake applications at a site, the program will request assistance from the Administrators of the program.
3. We agree to send one or more persons to be trained on the use of the CEL system.
4. We agree to maintain confidentiality as specified in California Code of Regulations, Title 5. "The use or discourse of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program."
5. We agree to have our organization name used as an Application Intake Site and/or a participating Child Care Program.
6. We agree to participate for a two year period beginning on the effective date below; renewal will be automatic unless a thirty day written notice to terminate is received.
7. We understand that there will be no cost above and beyond the Internet connection fees to participate in this program.
8. This MOU takes effect on the date signed. Date _____

Name of Organization

Approved By

Address

Title
